MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE SUMMER VILLAGE OF KAPASIWIN, IN THE PROVINCE OF ALBERTA, HELD ON AUGUST 10, 2023 IN KAPASIWIN, ALBERTA AT 5:30 PM

	PRESENT	Councillors: Tim Kirby, John McIvor, Tim Wiles Administration: CAO Emily House No members of the Public were present.
1.	**CALL TO ORDER:**	CAO House called the meeting to order at 5:30 pm
2.	**Adoption of Agenda** **Motion No. 001-23ORG**	MOVED by Councillor Wiles to adopt the August 10, 2023 Organizational Meeting Agenda as presented. **CARRIED**
3.	**NOMINATIONS** **3.1 Mayor**	CAO House called for nominations for Mayor. Councillor Kirby nominated Councillor Wiles. Councillor Wiles accepted the nomination. CAO House called for nominations a second time. CAO House called for nominations a third time.
	Nominations Cease **Motion No. 002-23OG**	**MOVED** by Councillor McIvor that nominations cease for the position of Mayor. **CARRIED**
		Tim Wiles was declared Mayor and assumed the Chair.
	3.2 Deputy Mayor	Mayor Wiles called for nominations for Deputy Mayor. Councillor Kirby nominated Councillor McIvor. Councillor McIvor accepted the nomination. Mayor Wiles called for nominations a second time. Mayor Wiles called for nominations a third time.
	Nominations Cease **003-23OG**	**MOVED** by Councillor Kirby that nominations cease for the position of Deputy Mayor. **CARRIED**
		John McIvor was declared Deputy Mayor. Tim Kirby was declared Councillor.
	3.2 Councillor	
4.	**Committee Appointments** **Motion No. 004-23OG**	**MOVED** by Councillor Kirby that the following committee appointments be approved:

		a) Capital Region Assessment Services Commission - Councillor McIvor b) Wabamun Watershed Management Council – Councillor McIvor c) Emergency Management Advisory Committee – Mayor Wiles, Deputy Mayor McIvor and Councillor Kirby d) Intermunicipal Development Plan Committee - Mayor Wiles, Deputy Mayor McIvor e) Yellowhead Regional Library – Deputy Mayor McIvor **CARRIED**
5.	**Meeting Dates** **Motion No. 005-23OG**	**MOVED** by Deputy Mayor McIvor that Regular Council Meeting dates, times and locations be determined by Council during the previous meeting. **CARRIED**
6.	**Confirmation of Banking Authority** **Motion No. 006-23OG**	**MOVED** by Deputy Mayor McIvor that the Alberta Treasury Branch (ATB Financial) be confirmed as the Municipality's Banking Authority **CARRIED**
7	**Signing Authority** **Motion No. 007-23OG**	**MOVED** by Councillor Kirby that signing authority be designated as Member of Council Tim Wiles, Tim Kirby and John McIvor and Chief Administrative Officer, Emily House, with any tow signatures required. **CARRIED**
8.	**Administration Office** **Motion No. 008-23OG**	**MOVED** by Deputy Mayor McIvor that the Summer Village of Kapasiwin Administration Office remain at 31 Lakeshore Drive, Sandy Beach, AB with the mailing address being Box 1075, Onoway, AB T0E 1V0. **CARRIED**
9.	**Confirmation of CAO Appointment** **Motion No. 009-23OG**	**MOVED** by Deputy Mayor McIvor that Emily House be confirmed as the Municipality's Chief Administrative Officer. **CARRIED**
10.	**Confirmation of Auditor** **Motion No. 010-23OG**	**MOVED** by Councillor Kirby that Seniuk and Company Chartered Accountants be confirmed as the Municipality's Auditor. **CARRIED**

11.	**Confirmation of Solicitor Appointment** **Motion No. 011-23OG**	**MOVED** by Deputy Mayor McIvor that Patriot Law be confirmed as Solicitor for the Municipality. **CARRIED**
12.	**Confirmation of Assessor** **Motion No. 012-23OG Appointment**	**MOVED** by Deputy Mayor McIvor that KCL Consulting, as represented by Grant Clark, be appointed a designated officer as the municipality's assessor, with assessment appeals handled through Capital Region Assessment Services Commission. **CARRIED**
13.	**Confirmation of Development Officer** **Motion No. 013-23OG**	**MOVED** by Councillor Kirby that Tony Sonnleitner be confirmed as the municipality's Development Officer. **CARRIED**
14.	**Confirmation of Subdivision Authority** **Motion No. 014-23OG**	**MOVED** by Deputy Mayor McIvor that Jane Dauphinee of Municipal Planning Services be confirmed as the Subdivision Authority. **CARRIED**
15.	**Confirmation of Subdivision and Development Appeal Board** **Motion No. 015-23OG**	**MOVED** by Councillor Kirby that Jason Shewchuk, Rainbow Williams, John Roznicki, Denis Meier, Jamie Kraley, John McIvor, Gerald Stark and Chris Zaplotinsky be confirmed as Subdivision and Development Appeal Board Members. **CARRIED**
16.	**Confirmation of Subdivision & Development Appeal Board Clerk** **Motion No. 016-23OG**	**MOVED** by Councillor Kirby that Emily House, Janet Zaplotinsky and Cathy McCarthy be appointed a designated officer as the Subdivision and Development Appeal Board Clerk. **CARRIED**
17.	**Confirmation of FOIP Coordinator** **Motion No. 017-22ORG**	**MOVED** by Deputy Mayor McIvor that the Chief Administrative Officer act as the FOIP Coordinator for the Municipality. **CARRIED**

18.	**Adjournment** **Motion No. 018-23OG**	**MOVED** by Councillor Kirby that the August 10, 2023, Organizational Meeting be adjourned at 5:47 pm. **CARRIED**

Mayor

Chief Administrative Officer